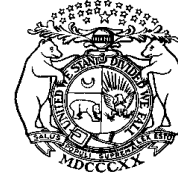**MISSOURI DEPARTMENT OF MENTAL HEALTH**

KEITH SCHAFER, DEPARTMENT DIRECTOR

DEPARTMENT OPERATING REGULATION NUMBER DOR 1.540

CHAPTER General Department	SUBCHAPTER Travel and Expenses	EFFECTIVE DATE 6/23/15	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Assignment of State Vehicles		AUTHORITY 630.050, RSMo	HISTORY See below	
PERSON RESPONSIBLE Deputy Director, Administration			SUNSET DATE 7/1/18	

PURPOSE: Prescribes policy for assignment of state vehicles within the department.

APPLICATION: Applies to all department facilities.

(1) Permanently assigned vehicles are dedicated to a single job function or individual based on travel needs for a semi-permanent time period. State vehicles shall not be permanently assigned unless they are assigned to:
   (A) An individual traveling at least 15,000 miles per year in the conduct of state business; or
   (B) Job functions/employees requiring specialty use vehicles; or
   (C) Job functions requiring frequent transportation in the performance of specific duties (e.g. mail, delivery, facility support vehicles, etc.); or
   (D) A person specifically identified by the department director. The department director must determine there is a compelling benefit to the state and document in writing that they support and approve of the assignment.

(2)   (A) Commuting in state vehicles is prohibited where the use of the vehicle is taxable to the employee as wages, per regulations set forth by the Internal Revenue Service.
      (B) Employees shall not drive state vehicles between their personal residence and work station unless such use:
   1. Has been specifically authorized by the department director, and;
   2. Is considered exempt commuting and therefore not taxable to the employee as wages, per regulations set forth by the Internal Revenue Service. Exempt commuting may be allowed under the following circumstances:
      i. The employee works from his/her home and the agency has determined that it is unreasonable for the employee to pick up or drop off the vehicle each day; or
      ii. The employee is subject to 24-hour call and must operate a qualified non-personal vehicle; or
      iii. It occurs in conjunction with official travel and is considered occasional and de minimis.

(3) Pool vehicles are general use vehicles available for temporary assignment to multiple individuals.
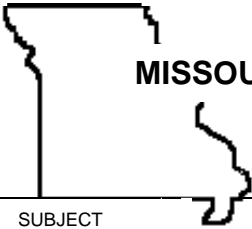
MISSOURI DEPARTMENT OF MENTAL HEALTH		DEPARTMENT OPERATING REGULATION NUMBER
		DOR
		1.540
KEITH SCHAFER, DEPARTMENT DIRECTOR		

SUBJECT	EFFECTIVE DATE	NUMBER OF PAGES	PAGE NUMBER
Assignment of State Vehicles	6/23/15	2	2 OF 2

(A) Pool vehicles should average at least 15,000 miles per year.
(B) Pool vehicles should be used when available and where more cost effective than other options.

(4) Failure to comply or assure compliance with the provision of this Department Operating Regulation may be cause for disciplinary action, including dismissal.

(5) Quality Assurance. This DOR for the assignment of state vehicles to individual employees will only be effective if proper tracking is completed and by appropriate staff. It is the responsibility of the facility's motor pool, safety coordinator or designee to ensure that all requirements are fulfilled by an employee to be assigned a permanent state vehicle, especially under the conditions stated in section (1)(A), where the individual must travel a minimum of 15,000 miles per year. Gross abuse of any stated requirements should be reported up to the facility superintendent level. He or she should then report to the division director. The division director should report to the department director, because it is stated that the "department director must determine if there is a compelling benefit to the state and document in writing that he or she support and approve of the assignment." Similarly, an employee's request for a permanently assigned state vehicle must be approved by the facility superintendent prior to it being routed up to the division director's level.

History: Original DOR effective September 1, 1999. Amendment effective September 1, 2002. Amendment effective September 1, 2002. Amendment effective July 1, 2006. On July 1, 2009, the sunset date was extended to July 1, 2012. Amendment effective June 27, 2012. On June 23, 2015, the sunset date was extended to July 1, 2018.